

1 March 1984

MEMORANDUM FOR: Deputy Director for Administration

FROM: Daniel C. King
Director of Logistics

SUBJECT: Report of Significant Logistics Activities for
Period Ending 1 March 1984

1. Progress Report on Tasks Assigned by the DCI/DDCI:

No tasks assigned during this reporting period.

2. Items or Events of Major Interest that have Occurred During the Preceding Week:

a. Bid Package #1 - New Building: General Services Administration (GSA) reports interest in the first construction contract continues to run high. Eighty requests for bid sets have been received and additional bid sets are being printed to meet the demand. The bid opening date remains 13 March 1984.

b. Site Visit: Fifty-three individuals representing 22 firms interested in contracting for the new building construction will tour the Headquarters compound on 1 March 1984. The Motor Pool is providing the buses to support this requirement.

c. Front Entrance Barricades: The Architectural Design Staff (ADS), Logistics Services Division, OL, completed the drawings for full-scale mockups of front entrance barricades for the Headquarters compound. The Design and Specification Section, Depot, OL, is now preparing the mockups.

d. Hydraulic Barricades: Representatives from the Offices of Logistics and Security met to resolve problems regarding the placement of the hydraulic barricades and speed sensor loops. ADS is presently preparing drawings for the location of the barricades and speed sensor loops.

S E C R E T

SUBJECT: Report of Significant Logistics Activities
for Period Ending 1 March 1984 []

d. Security Barriers at [] Complex: Work began on 28 February 1984 with respect to the installation of security barriers in the front area of the building at the [] complex (IC Staff, DCI) and work is expected to be completed by 16 March 1984. []

g. Copier Activity: A quarterly report prepared by the Copier Management Program, Printing and Photography Division (P&PD), OL, which identifies copier locations, volumes, and costs will be distributed to all Directorate Records Management Officers to assist them in conducting preliminary reviews of copier requests in coordination with the Copier Management Program. []

h. P&PD Production: P&PD received a record 253 printing jobs this past week (P&PD has been averaging 220 per week). Most of the jobs have been planned and are completed or are in production. The Computer Output Microfilm Center also set a record high of processing and mailing 585 jobs in a single day this week (normal number of jobs handled is 350). []

S E C R E T

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25X1 i. Logistics Integrated Management System (LIMS): A preliminary design review of the LIMS project is being conducted during the period 29 February through 2 March, 1984. []

25X1 j. Department of Labor: A number of representatives from OL attended a briefing at the Department of Labor (DOL) regarding building delegations from GSA. DOL has had their delegation from GSA for about one year and they reviewed their experiences. There are significant differences between the delegation we recently received from GSA and that of DOL. For example, DOL has to obtain GSA approval for work over \$25,000 (our limit is \$50,000). []

3. Significant Events Anticipated During the Coming Week:

25X1 Maintenance of Headquarters Building: In connection with the recently signed agreement between the Agency and GSA for CIA to take over the maintenance and operation of the Headquarters Building, on the weekend of 3 through 4 March 1984, Allied Eastern States Maintenance Corporation will start to provide some of the routine maintenance of selected areas in Headquarters Building. They will begin with a thorough cleaning of the building. []

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